

CSV Files

CSV source file format

Column headings on the first line, data on subsequent lines with unix line endings.

Fields are surrounded by double quotes inside which commas have no special meaning. Double quote characters inside a field must be escaped using an additional double quote.

If you are updating existing information and leaving any fields blank then you may want to check that **Empty string behaviour in CSV** is not set to **Empty strings erase existing data**.

Organisations and positions

Heading	Format	Notes
idnumber	1-100 characters	Unique for each hierarchy item.
timemodified	Unix timestamp	Last time item detail changed.
frameworkidnumber	1-100 characters	idnumber matching an existing hierarchy framework.
shortname	0-100 characters	This field can be empty.
fullname	1-1000 characters	
parentidnumber	0-100 characters	Matches the identifier field of another hierarchy item. Empty for top level.
description	Up to 1000 characters describing the org	This field can be empty.
typeidnumber	0-100 characters	Matches the identifier of an existing item type. Multi-select fields are not permissible.
customfield_[shortname] (optional)	Up to 1000 characters	Custom field data. Multiple columns allowed, where the column heading matches the type's custom field shortname. If no match, nothing will be updated. Multi-select fields are not permissible. If the custom field type is date format then the data in the field needs to match the format defined under <i>Location > Location settings > CSV import date format</i> .

Users

See [HR Import use with Job Assignments](#) to see how to add multiple job assignment fields in the HR Import file.

For multiple job assignments, just put two (or more) lines in your CSV per user. The user fields need to be identical in both lines. The job assignment fields contain one job assignment per line. For example:

```
username , idnumber , phone , jobassignmentnumber , positionidnumber , manageridnumber  
nathan , n123 , 021234567 , jobid1 , pos1 , manager1  
nathan , n123 , 021234567 , jobid2 , , manager2
```

Heading	Format	Notes
idnumber	1-100 characters	Unique for all users (never changes for a given user) Use the *ID number* value exists for existing users If you
username	1-100 characters	Unique for all users.
timemodified	Unix timestamp	Last time the user's details changed. Note if the same value be updated.

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Related pages



The Totara Academy has a whole course dedicated to [Creating users](#) in Totara Learn. Here you can learn more on how to create users, see best practice, and give it a go yourself.

deleted	0 or 1	Required when only users to create, update or delete/suspend.
suspended	0 or 1	When the suspended field has a default value then erasing e in the field.
firstname	1-100 characters	No leading or trailing space characters.
lastname	1-100 characters	No leading or trailing space characters.
firstnamephonetic (optional)	1-100 characters	No leading or trailing space characters.
lastnamephonetic (optional)	1-100 characters	No leading or trailing space characters.
middlename (optional)	1-100 characters	No leading or trailing space characters.
alternatename (optional)	1-100 characters	No leading or trailing space characters.
email	Valid email address, max 100 chars	Unique for each user.
emailstop	0 or 1	Disables non-essential system-generated email notifications. users.
country	2 character ISO 3116 country code (e.g. NZ => New Zealand)	
city	120 characters	
timezone (optional)	1-100 characters	A location-based timezone identifier e.g. America/New_York, /manual/en/timezones.php for a list of all location-based time
lang (optional)	1-30 characters	2 char ISO 639-1 code.
description (optional)	1-1000 characters	
url (optional)	1-200 characters	
institution (optional)	1-40 characters	
department (optional)	1-30 characters	
phone1 (optional)	1-20 characters	
phone2 (optional)	1-20 characters	
address (optional)	1-70 characters	
auth (optional)	This is the list of default Authentication types in Totara. Make sure the plugin is enabled before using. If u plugin for this field.	
	Format:	Authentication type:
	manual	Manual accounts
	nologin	No login
	email	Email-based self-registration
	cas	CAS server (SSO)
	db	External database
	fc	FirstClass server

	gauth	Google Openid Authentication
	imap	IMAP server
	ldap	LDAP server
	mnet	MNet authentication
	nntp	NNTP server
	none	No authentication
	pam	PAM (Pluggable Authentication Modules)
	pop3	POP3 server
	radius	RADIUS server
	shibboleth	Shibboleth
	webservice	Web services authentication
password (optional)	0-32 characters	If the password column is included and the CSV file has an e user to create their own password. Note that this only works If you are adding a large number of new users without passw being sent.
orgidnumber (optional)	1-100 characters	Matches valid organisation idnumber. Null assumed if not pro
jobassignmentfullname (optional)	Up to 100 characters, space, ampersand, parentheses, forwardslash	Job assignment title.
posidnumber	1-100 characters	Matches valid position idnumber. Null assumed if not provide
jobassignmentnumber (optional)	1-100 characters	Matches valid job assignment number. Null assumed if not p
jobassignmentstartdate (optional)	CSV import date format	Data in the field needs to match the format defined under Lo
jobassignmentenddate (optional)	CSV import date format	Data in the field needs to match the format defined under Lo
appraiseridnumber	1-100 characters	Null or matches valid user idnumber. Null assumed if not pro
manageridnumber (optional)	1-100 characters	Null or matches valid user idnumber. Null assumed if not pro
customfield_[shortname] (optional)	1-1000 characters	Custom field data. Multiple columns allowed, where the colour no match, nothing will be updated. Multi-select fields are not permissible. If the custom field type is date format then the data in the field settings > CSV import date format.